

MADERA COUNTY
SUPERVISING LIBRARIAN

DEFINITION

Under general administrative direction, to supervise and participate in a variety of complex professional library services; to assist with planning, directing and overseeing the functions, operations and programs of the library; and to do related work as required.

SUPERVISION EXERCISED

Exercises direct supervision over professional, technical, and clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Directs, supervises, trains and evaluates assigned staff; assists with planning, directing and overseeing the programs and services of the library system, including assisting with budget development and expenditure control; assists in the selection and evaluation of staff; performs the most difficult professional library services in relation to the needs of the library's patrons; represents the library to the public, community groups and local organizations; reviews, evaluates, and selects materials for addition or deletion from library collections; oversees and participates in the preparation, completion, and maintenance of a variety of records and reports; and may serve as County Librarian as delegated.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of supervision, evaluation and training.
Principles of budget development, preparation, and expenditure control.
Operations, programs and functions of the library.
Principles of staff development.
Library reference materials, sources and techniques.
Professional library principles, practices and methods.
Principles and practices used in the development of library programs and media collections for the patrons of the library system.
Reader interest levels in books and authors.

Skill to:

Operate modern office equipment including computer equipment.
Operate a motor vehicle safely.

Ability to:

Supervise, train, and evaluate the work of assigned staff.
Act as Bibliographic Utility Administrator for Madera County (setup, security, operation of all modules, and migration).
Develop staff training documentation for the operation of the bibliographic utility.
Assist with planning, directing and overseeing the operations, programs and services of the library.
Maintain accurate records and prepare reports.
Develop and maintain the Library's website.
Interpret and evaluate procedures, policies or methods of operation and make recommendations relative to Library services.
Provide patron assistance.
Respond to requests and inquiries from the general public.
Assist with the most complex reference problems.
Effectively represent the Library at meetings with the public, community organizations, and other government agencies.
Communicate clearly and concisely, both orally and in writing.
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Four (4) years of increasingly responsible experience in the public library system, which includes at least one (1) year of experience equivalent to that of a Senior Librarian with Madera County or comparable experience that was performed in a lead capacity.

Training:

Possession of a Master's degree in Library Science.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid California Class 'C' driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment including the ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 25 lbs. and ability to travel to different sites and locations.

Effective Date: February, 2008